

Deputy Chief, Administrative Services

7 February 1951

Chief, Building Maintenance and Utilities

Report of Operations by the Building Maintenance and Utilities Division during the month of January, 1951.

Volume:

A.	1.	Requests for services on hand prior to January 1	20
	2.	Requests on hand two months old or older	None
	3.	Requests for services on hand 31 January	46
B.		Requests for services received in writing during January	190
C.		Telephone calls received during January	2800
D.	1.	Number of quarterly work orders written	1
	2.	Orders submitted to GSA charged to quarterly encumbrance.	131
		January allotment of quarterly encumbrance for alterations and renovations \$8,016.00	
	3.	Special orders submitted to GSA not charged to quarterly encumbrance.	10
	a.	Renovations (251-165) \$5700.00	
	b.	Renovations (Other) 1885.00	
	c.	Hot Plates 15.00	
		Total \$7600.00	
	4.	Orders submitted to GSA nonreimbursable (written and verbal)	343
	5.	Routine inter-office memorandums and inter-agency letters.	53
E.		Moving report to be forwarded later.	
F.		Protective Services (GSA Guard Posts)	137
	1.	Reimbursable Posts	51
	2.	Non-reimbursable Posts	\$45,100.
	3.	January allotment of quarterly encumbrance	
G.		Monies paid to GSA during the month of January for services rendered during the month of October.	
	1.	GSA Guards \$42,856.77	
	2.	GSA laborers and trucks 2,253.32	
	3.	Alterations and installations 19,373.43	
	4.	Hot Plates 86.25	
		Total \$64,569.75	
H.		Space acquired	None